



DEPUTIES CONFERENCE

September 26, 2024



ARE YOU SITTING WITH YOUR DISTRICT?



WIFI: West48

PW: network19



Game Plan

Game On – Small group activity by District

Master the Playbook – ICRA Hub & Search Demo

Advocacy & Policy – Review & Game

- LUNCH -

Keynote Speaker – Desi Payne

Q & A Drill – Support & E-Submission

Final Score – Wrap Up



LET'S PLAY A GAME



LET'S PLAY A GAME

Stand in order of your

1. Birth MONTH
2. Birth DATE

Year does not matter
NO TALKING!



NOTES FOR TODAY

PARTICIPATE FOR A CHANCE TO WIN PRIZES



USE YOUR AGENDA FOR NOTES

Record notes, lessons, &
save contact information



SELF CARE & SNACKS

Help yourself to a drink, a
snack or bathroom break
as needed.



COMMUNICATE SHOUT BINGO!

Raise your hand or chime in with
your questions. Connect with
each other AFTER today too!

- **First Name**
- **County**
- **Service Provider**
- **Talent OR Fact that boggles your mind**



ESS TEAM

PHIL DUNSHEE

Project Manager

LISA LONG

Customer Service & Account
Manager

CORRIE

STRASSER

Customer Support
Coordinator

CENSUS LO-LIYONG

Policy Coordinator

KRISTEN

DELANEY-COLE

Communications &
Marketing Coordinator

SAMANTHA MCMAHON

Accounting Coordinator

DEVELOPMENT

KELLY WALLACE

Technical Lead

MANSI AGARWAL

Software Developer

MERNA ADDISION

Software Developer

ILR QUIZ



HOW DOES IOWA LAND RECORDS WORK?



62% ALL DOCUMENTS

Over 62% of all land records in Iowa in 2023 were recorded electronically.



23 MILLION RECORDS

There are over 23 million public records on Iowa Land Records.



4 MILLION SEARCHES

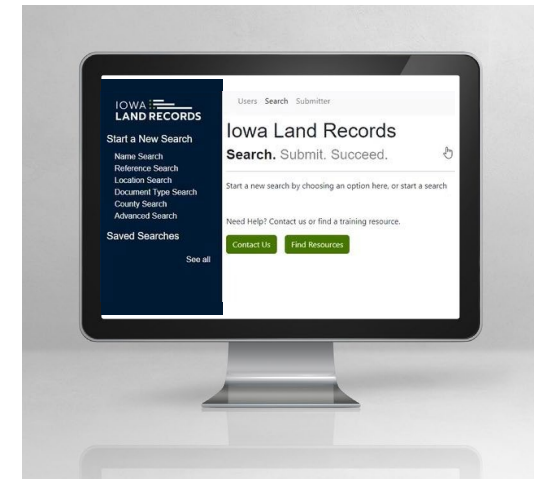
There are over 4 million searches on Iowa Land Records each YEAR.

A BRIEF HISTORY

Iowa Land Records

IOWA LAND RECORDS

- 2005 (Jan.) Iowa Land Records website launched.
- (Dec.) First electronic doc is recorded by Allamakee County.
- 2006 Electronic recording is enabled in ALL 99 counties.
- 2016 Electronic recording requirements for Surveys and Plats were adopted. The Index Legend concept was implemented.
- 2022 New E-Submission Application launched.
- 2023 New Search Application launched.



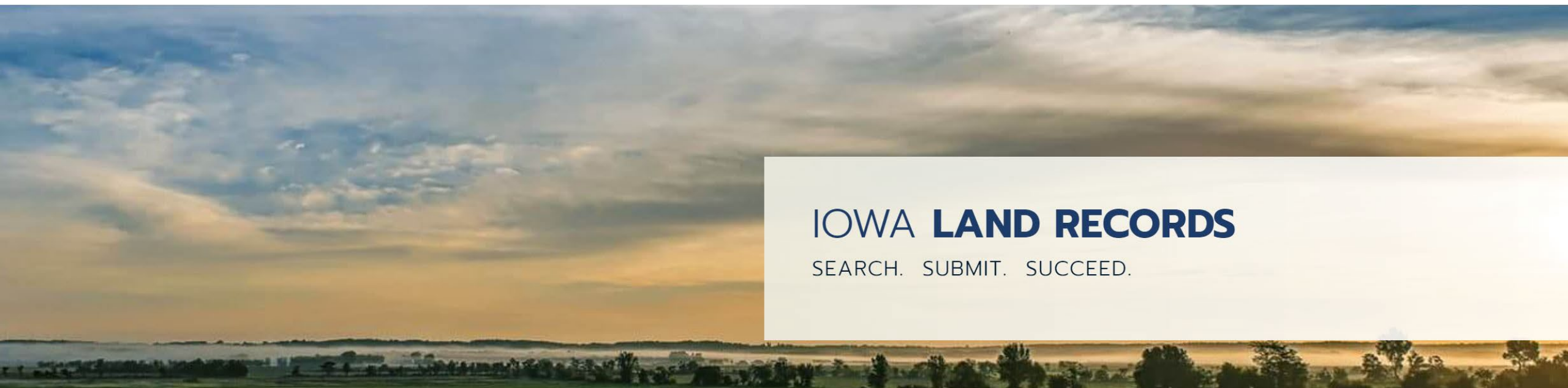
1985
Recording Fees
Last Updated

CELEBRATION IN 2025

Iowa Land Records Online

20 YEARS

iowalandrecords.org

A wide-angle photograph of an Iowa landscape at sunset or sunrise, with a cloudy sky and a line of trees in the foreground.

IOWA **LAND RECORDS**

SEARCH. SUBMIT. SUCCEED.

ILR PUBLIC WEBSITE WITH RESOURCES

ICRA HUB LOGIN & REVIEW



WHERE IS THE ICRA HUB FROM ILR PAGE

[ILR LOGIN](#)[BUSINESS APPLICATION](#)[INDIVIDUAL APPLICATION](#)[SEARCH RECORDS](#) [SUBMIT DOCUMENTS](#) [COUNTY RECORDERS](#) [INDUSTRY PROFESSIONALS](#) [RESOURCES](#) [ABOUT](#) [NEWS](#) [CONTACT](#)

IOWA LAND RECORDS

SEARCH. SUBMIT. SUCCEED.



SUPPORT@CLRIS.COM



[\(888\) 790-2246](tel:(888)790-2246)



MAILING ADDRESS

NEWSLETTER SIGN-UP

 COUNTY RECORDER
LOGIN

IOWA LAND RECORDS

ICRA HUB & RESOURCES

iowaLandRecords.org/membership-login/



WELCOME!

Welcome to the Iowa County Records Association resource hub. Made to support county recorders and their staff, you can find upcoming events, recorded training, handouts for public information and other helpful resources.

Please be sure to update the ILR team with any office operation or contact changes at support@clris.com.

[NEWSLETTER](#)

[EVENT CALENDAR](#)

[2024 STAKEHOLDER SURVEY REPORT](#)

EXTERNAL CONTACTS

[BankCard USA](#)

[Iowa Department of Natural Resources](#)

[Iowa Department of Public Health](#)

[Iowa Department of Revenue](#)

LOGIN – see back of name tag
iowaLandRecords.org/membership-login/



DIFFERENT
than ILR login.
Saving pw may
caused issues
so save login in
your notes

RESOURCES

ICRA Hub



MEDIA — 2024 FRAUD INFORMATION



ICRA Press Release & postcard - Feb. 2024



WORD Press Release Feb. 2024



Fraud Postcard ONLY PDF



Fraud Postcard Front JPEG



Fraud Postcard Back JPEG

OFFICE RESOURCES



Map



Directory



ICRA Brochure



Brochure - no pic



Brochure - pic

Advocacy

Communication/ Newsletters

- See customer communications

Share what you do

- Search & e-sub handout
- Brochure
- Map (published March '23)

RESOURCES

ICRA Hub



Procedures

MANUALS, POLICIES & PROCEEDURES



Recorders Manual (Full)



Recorders Manual Apps



Vital Records User Manual



ESS Policy & Procedures



Doc Formatting Standards



Formatting Analysis Table



Feb 2024 Maintenance Cost
Share

REAL ESTATE REDACTION INFORMATION



Manuals, guides, etc.

RESOURCES



Meetings posted here

-COMMITTEES: ESS, Standards & Finance

Follow & get notified when new videos post

What else?

- Wild Card demo
- Admin user management
- Search & E-Sub demos **with timestamps!**



**TRAINING VIDEOS
ON YOUTUBE**

SEARCH DEMO



WELCOME to SEARCH & E-SUBMISSION

A leading STATEWIDE
digital land records SYSTEM.

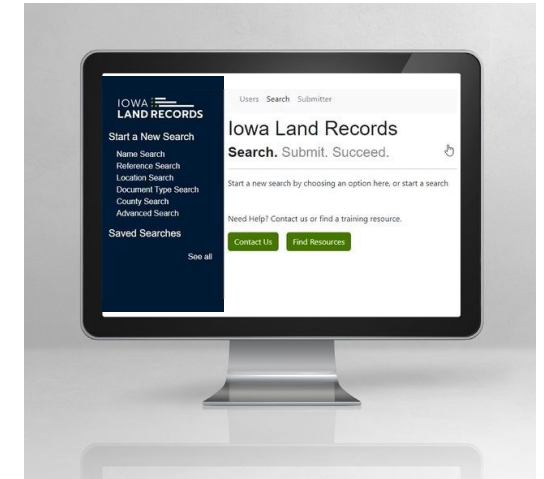


IOWALANDRECORDS.ORG/CAS/LOGIN

ABOUT ILR Search

Complete? Accurate?

- **A Reflection of County Data**
- **Is it correct?**
- **Is it mapped correctly?**
- **Is it cross checked?**



ABOUT ILR Search

Tools You Can Use

LAND RECORDS
Start a New Search
Name Search
Reference Search
Location Search
Document Type Search
County Search
Advanced Search
Saved Searches
See all
Recorder Utilities
Status Search

Recorder Status Search

Book Number ✓

Page Number ✓

Reference Number ✓

Code ✓

Redaction Status

▼

Image Status

▼

Date Range

▼

Start Date 09/15/2024 ✓

End Date 09/24/2024 ✓

Search

Showing Page 1 of 1
Display 100

< 1 >

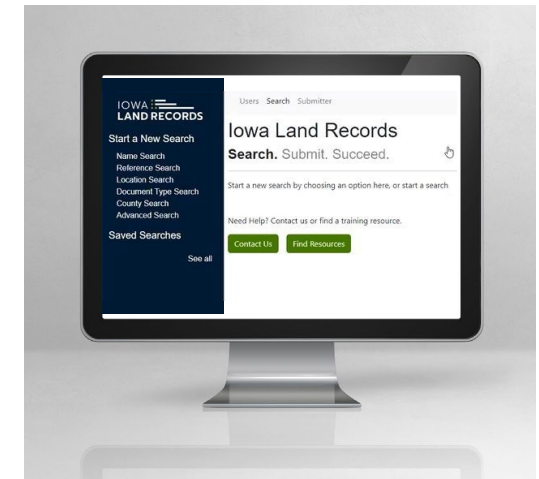
Book	Page	Reference Number	Code	Recorded Date	Redaction Status	Image Status	View Index	View Unredacted
		2024-1036	DOC187S381	09/16/2024 09:29 AM	Checked For Redaction	Public		
		2024-1037	DOC187S382	09/16/2024 12:49 PM	Checked For Redaction	Public		
		2024-1038	DOC187S383	09/16/2024 12:49 PM	Checked For Redaction	Public		
		2024-1039	DOC187S384	09/16/2024 01:09 PM	Checked For Redaction	Public		

- Check Your Uploads

ABOUT ILR Search

Current Topics

- **Parcel Identification Numbers**
- **Additional Parcel Reference**
- **Associated References**
- **Document Mapping**
- **Parsed Location Information**
- **Instrument Date**
- **Document Formatting**



SEARCH TIPS



SEARCH TIPS

IOWA LAND RECORDS

Name and organization name searches are EXACT MATCH or WILDCARD

- If you search for “Peters”, results will be returned for “Peters” only.
- Use a wildcard (*) at the end of the name. For example, searching for “Peters*” will get you results like “Peters”, “Petersen” and “Peterson”.

→ This true of all text fields.

SEARCH TIPS

Last Name
dunshee

First Name
p*

Counties

Polk x

Date Range

Custom

Start Date
01 / 01 / 2014

End Date
mm / dd / yyyy

More Tips

- **Using Phil's name as an example**
 - Polk County January 1, 2014 to current
 - Dunshee, Phil 8 Results
 - Dunshee, Phillip 0 Results
 - Dunshee, Philip 6 Results
 - Dunshee, P* 12 results
 - Why not 12 results? Because some docs are indexed to both Phil and Philip

QUESTIONS?



BREAK

10:30 – 10:45 a.m.



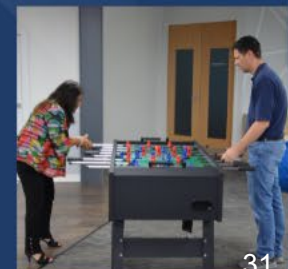
**PLEASE
RETURN TO
YOUR SEATS.**





DEPUTIES CONFERENCE

September 26, 2024



ADVOCACY



March 13, 2024
County Day



Seven-times, Seven Ways



Need for Change



A COLLABORATIVE EFFORT

Discussion on Recording Fees

FEEDBACK & DISCUSSION TIMELINE

- 2022 Focus group discussions on new ILR Search Application & single sign-on (CAS)
- 2022 (Dec.) Document Formatting Working Group convened
- (Dec.) Project Charter on Fee Proposal and Modernization Plan presented and approved by Iowa County Recorders Association (ICRA) leadership
- (Dec.) Fee Policy Working Group convened
- 2024 (Jan.) ICRA survey on proposed fees and policy
- (Feb.) Plan concepts introduced to stakeholders
- (May) Stakeholder and User Modernization Survey
- (June) Draft proposal presented to ICRA
- (Aug.) ICRA approved the fee policy & modernization proposal

Stakeholder consultation ongoing (March 2024 - present)



2025
**Legislation
to be introduced**

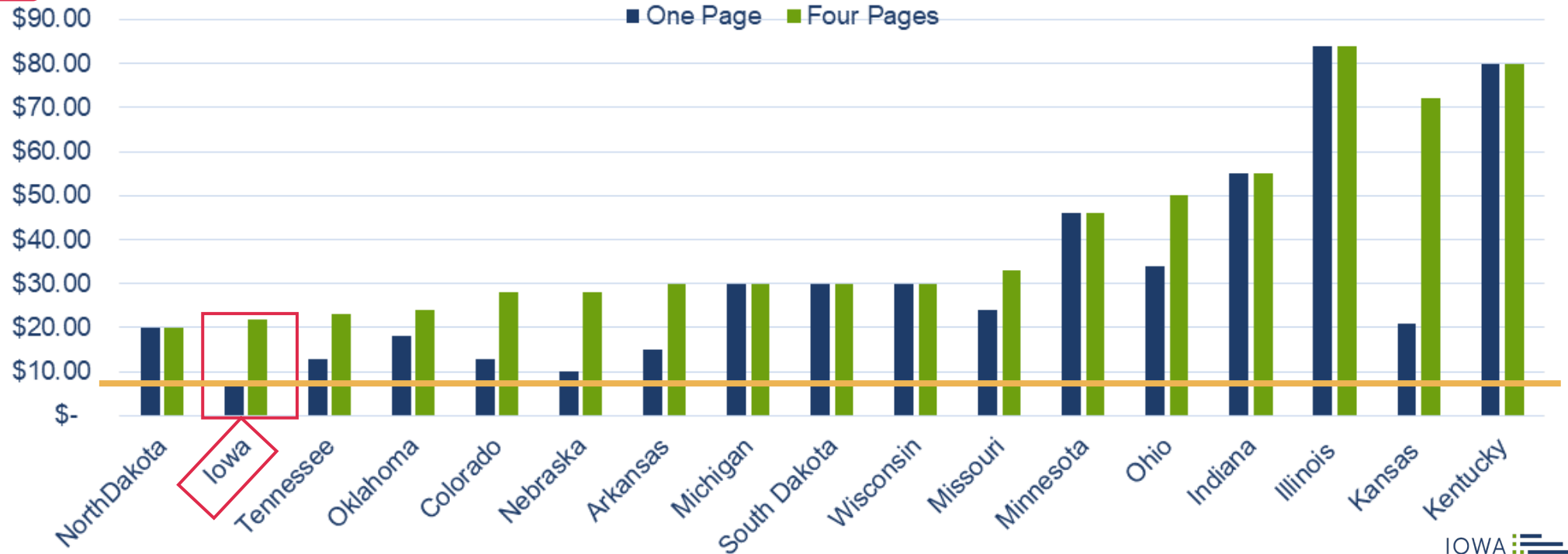
NEED FOR CHANGE

Economic Trends & Modernization

1985 was the last
base recording
fee change in
Iowa.

1 PAGE RATE	4 PAGE RATE
\$7 1985	\$22 1985
\$20.02 2023	\$62.91 2023

Recording Fees - Central U.S. States



MODERNIZATION STAKEHOLDER SURVEY

COMPLETED BY USERS AND
STAKEHOLDERS



SCAN TO SEE
FULL REPORT



ILR / ICRA STAKEHOLDERS

**WHO ARE YOUR STAKEHOLDERS /
WHO USES ILR?**



ILR / ICRA STAKEHOLDERS

Professions Represented & More

Abstractors

Iowa Title Guaranty
Iowa Land Title Association

Attorneys

Iowa State Bar Association

Banks, Credit Unions, Lenders

Iowa Bankers Association;
Iowa Credit Union League
Community Bankers of Iowa

Government

Iowa County Recorders Association
Iowa State Association of Counties
Iowa State Auditors Association
Iowa County Treasurers Association
County Boards of Supervisors

Surveyors

Society of Land Surveyors of
Iowa

Real Estate Professionals

Iowa Association of Realtors

IOWA
LAND RECORDS



STAKEHOLDER SURVEY

SEARCH APPLICATION

Top 5 “Most Important” Ideas

- Normalize records across 99 counties.
- Expand online records to include historical property records dating back to 1980.
- Reconnect Iowa Land Records to other land records systems.
- Digitize and index historical surveys, corner certificates, and other property drawings.
- Expand use of associated document references and improve parsed location data.



STAKEHOLDER SURVEY

E-SUBMISSION APPLICATION

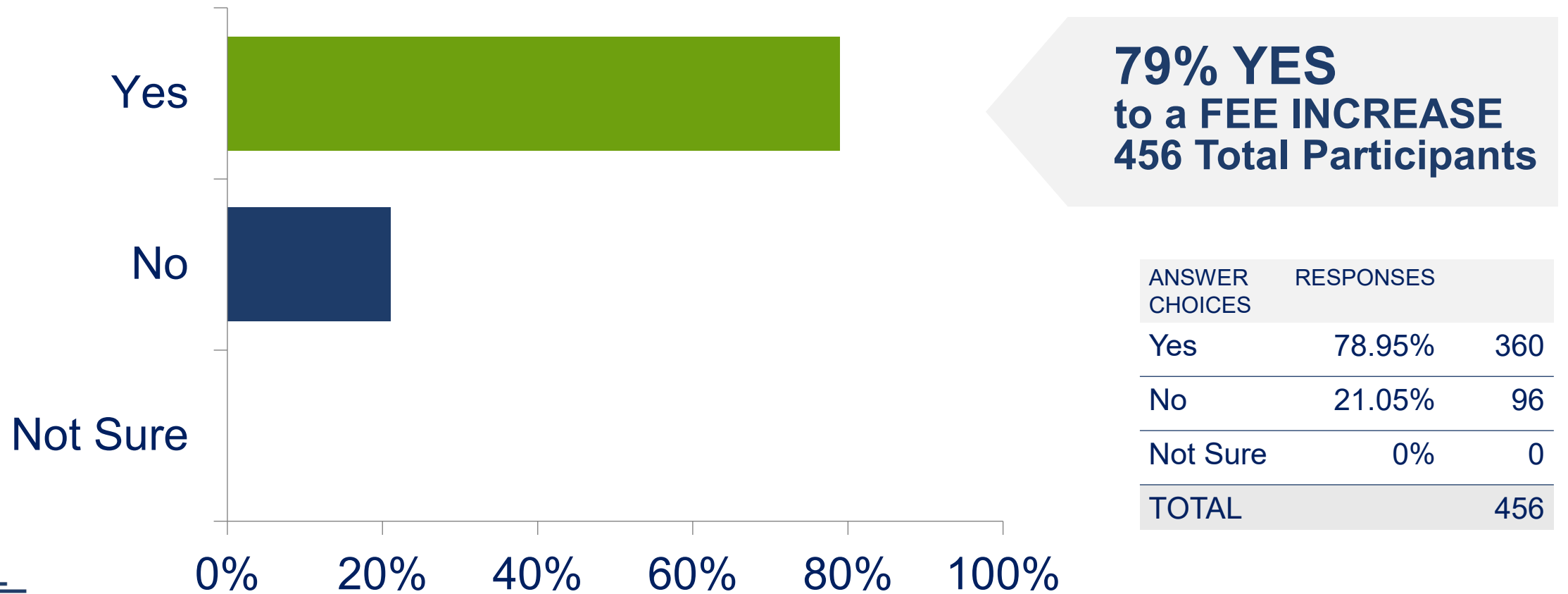
Top 5 “Most Important” Ideas

- Better communication between submitters and county recorders.
- Support efficient and consistent document processing practices.
- Support the law prohibiting Personally Identifiable Information (PII) in documents.
- Create policy for documents to be more legible.
- Develop standard reference number system across all counties.



STAKEHOLDER SURVEY

“Would you be willing to support a reasonable increase in the recording fee, if it is less than the inflation amount since 1985?”

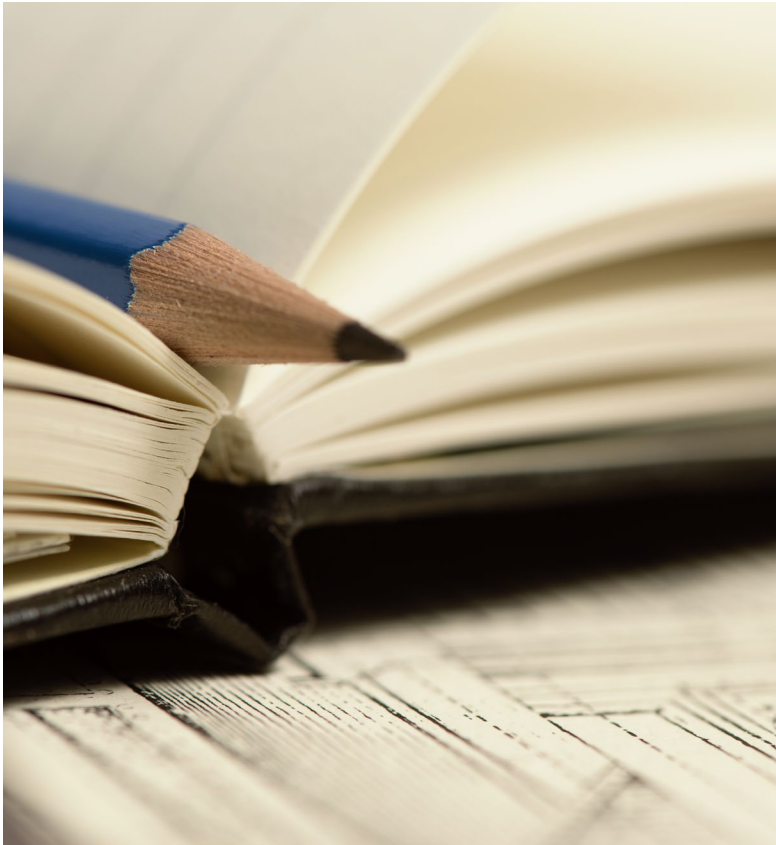


FEE POLICY AND MODERNIZATION PROJECT



Fee Policy and Modernization Project

Planning Process



- **When did it start? 2022**
- **Review all involved – stakeholders, ICRA, working groups, committees**
- **Adoption By ICRA – August 23, 2024**
- **Endorsed by ESS – August 28, 2024**
 - ESS Standards Subcommittee and Document Formatting WG
 - Surveyors WG
 - Other Groups – Briefings As Needed (ILTA, ISBA)

OVERVIEW OF THE MODERNIZATION INITIATIVE

Three Big Ideas

1. Reasonably Increase Base Recording Fees (Last Updated in 1985)
2. Simplify Recording Fee Calculations
3. Modernize Recording Processes and Services

FEE POLICY

Key Plan Elements

- ❑ **Standard fee of \$10.00 per page**
 - Meaningful but less than inflation
- ❑ **Statewide County General Fund Income** would increase somewhere between \$6.1 and 8.5 million

FEE POLICY

Fee Simplification

- ☐ **Repeal Additional Transaction Fee (\$7)**
 - Policy Limits on Multiple Transactions
- ☐ **Repeal Non-Standard Fee (\$10)**
- ☐ **Replace \$1 Records Management Fee with County Allocation**
 - Allocation comes from the \$10 base recording fee
 - \$2 Per Document for Recorder Technology Fund
 - Statewide Total = \$950,000
- ☐ **Replace \$1 E-Commerce (ILR Fee) with County Allocation**
 - Allocation comes from the \$10 base recording fee
 - \$3 Per Document For Iowa Land Records Operations and Projects
 - Statewide Total = \$1.4 million
- ☐ **Retain Current E-Submission Fee and Credit Card Payment Surcharge**

PROPOSED FEE POLICY HANDOUT

Review & Mobile Link

MODERNIZE RECORDING POLICIES & PRACTICES

IOWA COUNTY RECORDERS ASSOCIATION
IOWA LAND RECORDS

MODERNIZATION PROPOSAL

Recording fees help cover the costs of recording real estate transactions and the necessary technology and security. Iowa's recording fees haven't been updated since 1985, and inflation has increased local recording and ILR service costs. ILR was one of the first statewide land record systems in the country and continues to offer free access to over 23 million records, with the Iowa County Recorders Association (ICRA) playing a central role in its operation and success.

Policies would be modernized to reflect current and future industry practices. Proposed reforms, supported by ICRA, aim to ensure that modernization in recording services benefits the real estate industry, as described in the Benefits of Modernization section.

SIMPLIFY FEES TO \$10/ PAGE

The proposal suggests increasing the recording fee to **\$10.00 per page** (up from the current \$5.00 per page plus fees), which is well **below the \$14.62 inflation-adjusted rate for 2024**. Additionally, several "add-on" recording fees would be eliminated.

CONTACT

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Census Lo-liyong
Policy Coordinator
Iowa Land Records
(515) 423-1438 | clo-liyong@clris.com

BENEFITS OF MODERNIZATION

- TECHNOLOGY & TRAINING IN COUNTY OFFICES**
- BETTER STANDARDS FOR DOCUMENT PREPARATION**
 - Standard 10 point font
 - Updated formatting & indexing standards
 - More data consistency
- IMPLEMENTING KEY PROJECTS FOR NEW & BETTER SERVICES**
 - Establishing a statewide property notification system
 - Indexing more data (Parcel Identification Numbers & associated references)
 - Accessing more property information in other online systems
 - Filling gaps in property location information
 - Improving search tools
 - Increasing online access to historic surveys and plats
 - Improving Back the Blue information shielding

FIRST FEE INCREASE IN 40 YEARS

IOWA COUNTY RECORDERS ASSOCIATION
IOWA LAND RECORDS

SIMPLIFY RECORDING FEES

Recording fees would be simplified to rounded numbers for recording services while reducing the overall net fee increase. Calculating recording fees would be more predictable and understandable.

REMOVE \$1 Records Management Fee. REMOVE \$1 Electronic Transaction Fee.

- REPEAL:** Additional Transaction Fee (\$7.00 per transaction) for multi-transaction documents with reasonable limits
- REPEAL:** Non-Standard Recording Fee (\$10.00)

PER DOCUMENT FUNDING ALLOCATION

	CURRENT	PROPOSED	INFLATION
1 PAGE	\$7	\$10	\$20.46
4 PAGES	\$22	\$40	\$64.31

NOTE: Current rates are \$7 for the first page, then \$5 for each additional page. For this reason, page rates for a submission of 1 and 4 pages are shown.

NOTE: The example of 4 pages was selected for representation because it is roughly the average number of pages recorded per document in Iowa counties. The service fee of \$3.00 per document for E-Submission (e-filing) would remain unchanged and would not be increased. The proposal does not address fee policy relating to real estate transfer taxes or the auditor's transfer fee. The inflation rate was calculated using an inflation calculator. This handout used the Federal Reserve Bank of Minneapolis calculator at <https://www.frbminneapolisfed.org/about-us/monetary-policy/inflation-calculator>.

IOWA RECORDING FEES COMPARED TO OTHER STATES

■ 1 PAGE RATES TODAY ■ IOWA'S PROPOSED RATE

State	Current Rate (\$)	Iowa's Proposed Rate (\$)
Iowa	7	10
North Dakota	10	10
Tennessee	10	10
Oklahoma	10	10
Indiana	10	10
Colorado	10	10
Nebraska	10	10
Arkansas	10	10
South Dakota	10	10
Wisconsin	10	10
Missouri	10	10
Michigan	10	10
Minnesota	10	10
Kansas	10	10
Kentucky	10	10
Illinois	10	10

SURVEY ASKED USERS ABOUT MODERNIZATION & FEE INCREASE

"Would you be willing to support a reasonable increase in the recording fee, if it is less than the inflation amount since 1985?"

79% YES

Published 8.13.2024



SCAN WITH
YOUR PHONE

PROPOSED FEE POLICY HANDOUT

1985



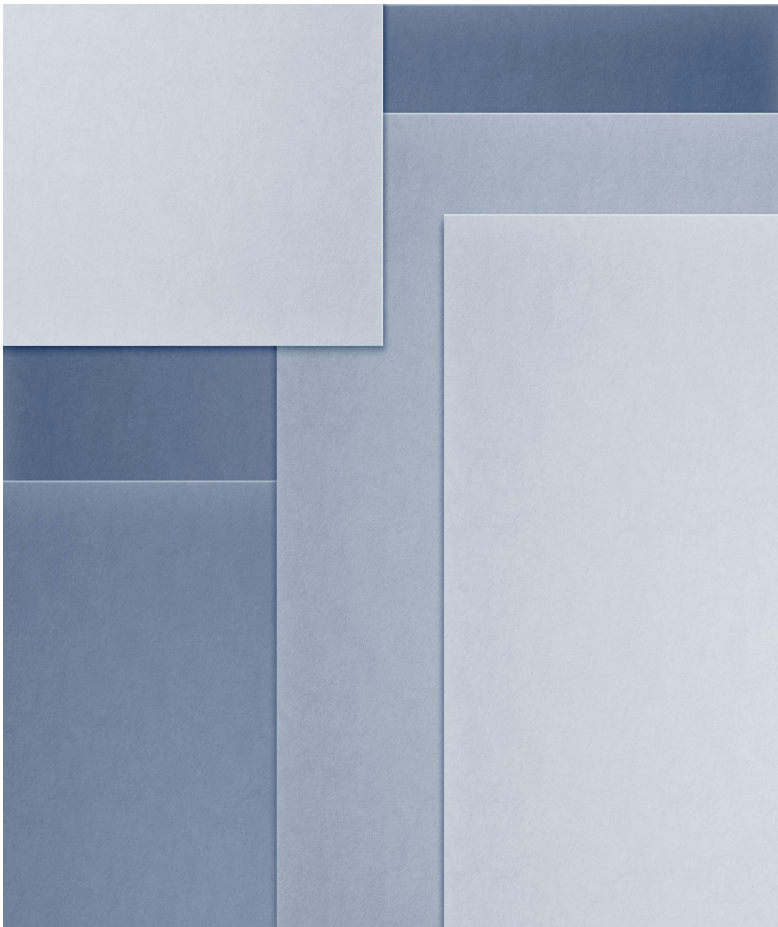
MODERNIZATION INITIATIVES

Document Formatting, Indexing and Special Projects

- Maintain free statewide access to online records
- Update policies for document formatting and indexing
- Policy for expanded associated references between title documents
- Policy for indexing parcel identification numbers
- Project to further enhance search tools (text search & doc types)
- Project for SMS notifications
- Internalize Redaction Functions

MODERNIZATION INITIATIVE TOPICS

Big Picture Policy Questions



Document Formatting

- **Alignment of 331.606A/B and 558.49**
- **Requirements for Preparers/Submitters**
 - Providing required information such as parsed location information (section, township, range, etc.)
 - Providing associated references
 - Parcel Identification Numbers (when applicable)
- **Requirements For Recorders**
 - ☐ Indexing Parsed Location Information
 - ☐ Indexing Associated References
 - ☐ Parcel Identification Numbers (when applicable)

MODERNIZATION INITIATIVE TOPICS

Recording Practices



Document Formatting

- **Information Requirements - 331.606B(2)**
- **Options for Preparers/Submitters**
 - ☐ Provide in a cover sheet/page
 - ☐ Provide a page reference
- **Requirements For Preparers/Submitters**
 - ☐ No Legal Actions on Cover Sheet
- **Possible Option For Preparers/Submitters**
 - ☐ Index Legend?

LAND RECORD MODERNIZATION

What Is An Index Legend?

INDEX LEGEND					
COUNTY: DALLAS	SECTION	TOWNSHIP	RANGE	¼ ¼	¼
ALIQUOT PART:	36	79	26	NE¼	NE¼
CITY: CLIVE					
LOT, SUBDIVISION: LOT 2, COUNTRY CLUB WEST PLAT 1 LOT 74, COUNTRY CLUB WEST PLAT 3					
PARCEL ID: 1236226019, 1236226016					
PROPRIETOR (S): LIVING FAITH LUTHERAN CHURCH					
REQUESTED BY: LIVING FAITH LUTHERAN CHURCH					
ASSOCIATED DOCS: BK. 707, PG. 230 BK. 710, PG. PG. 835 BK. 2006, PG. 5933					
PROFESSIONAL LAND SURVEYOR: JEFFREY A. GADDIS, PLS #18381					
COMPANY: CIVIL ENGINEERING CONSULTANTS, INC ATTN: JEFFREY A. GADDIS, PLS RETURN TO: 2400 86TH STREET, SUITE 12, URBANDALE, IA 50322					

Information Required by 331.606B (2)	
Type	Court Officer Deed
Preparer	Alan M. Daut, 203 1st Ave. S, Ste B, Altoona, IA, 50009 Phone: 515-567-0502
Taxpayer	Ryan David Chrisinger 808 Elm St., Van Meter, IA, 502611
Return To	Ryan David Chrisinger 808 Elm St., Van Meter, IA, 502611
Grants	Estate of David Lee Chrisinger Ryan David Chrisinger, Executor
Grantee	Ryan David Chrisinger
Location Info	Lot 4-5, Block 11, Original Town, Grimes
Associated Ref	77200100009872
PIN	123-55789123
Contact	Bob Editor, Phone: 515-555-5555

Doc ID: 039675380002 Type: GEN
Kind: COURT OFFICER DEED
Recorded: 09/11/2024 at 12:16:25 PM
Fee Amt: \$17.00 Page 1 of 2
Polk County, Iowa
JULIE H. HADGERTY RECORDER
File# 2024-0048965
BK 19909 PG 878-879

Return To: (name and complete address)
Taxpayer: (name and complete address)
Preparer:



COURT OFFICER DEED

IN THE MATTER OF

now pending in the Iowa District Court in and for _____ County. Case No. _____

Pursuant to the authority and power vested in the undersigned, and in consideration of _____ Dollar(s) and other valuable consideration, the undersigned, in the representative capacity designated below, hereby Convey(s) to _____, the following described real estate in _____ County, Iowa:

There is no known private burial site, well, solid waste disposal site, underground storage tank, hazardous waste, or private sewage disposal system on the property as described in Iowa Code Section 558.69, and therefore the transaction is exempt from the requirement to submit a groundwater hazard statement.

Words and phrases herein, including acknowledgement hereof, shall be construed as in the singular or plural number, and as masculine, feminine or neutral gender, according to the context.

Dated: _____

By: _____

MODERNIZATION INITIATIVE TOPICS

Recording Practices



Document Formatting

- Reference Number Consistency?
- Time of Recording?
- Time of Execution?

MODERNIZATION INITIATIVE TOPICS

Modernization Projects

Workflow Projects



- **Historic Surveys Project**
- **ESS Notification System**
- **Data Normalization**
- **Back The Blue**
- **ILR - Beacon Integration (and other GIS)**

QUESTIONS?



Let's Play

IOWA LAND RECORDS

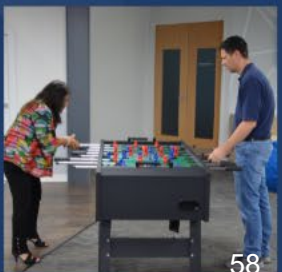
"NOT JEOPARDY!"





DEPUTIES CONFERENCE

September 26, 2024



**PLEASE
RETURN TO
YOUR SEATS**





Desi Payne

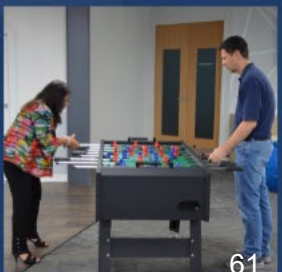
DESI PAYNE

LAUGHTER & STRESS MANAGEMENT



BREAK

2:20 – 2:35 p.m.



**PLEASE
RETURN TO
YOUR SEATS**



GROUP WITH OTHERS WHO USE THE SAME GROUP NUMBER

**ON YOUR NAME TAG, BOTTOM RIGHT
NEXT TO YOUR SERVICE PROVIDER**

1, 2, 3, 4



BREAK OUT SESSION

MOVE & Sit with others with your
Group Number.

TASK

- Top 5 Things You Wish You Knew When You Started
- Top 5 Things You Wish ILR Would Update/ Improve



SUPPORT



POINT OF SALE TRANSITION

REVIEW & CHECK-IN

Transition Complete!



- All counties transitioned to new vendor by July 31
- 95 counties participating
- Bumps in the Road
- Customer Service at **1-800-437-0712** option 2
- **How's it going ?**

ACCESSING IOWA LAND RECORDS



Direct people who want to access ILR to
<https://iowalandrecords.org/>

- It is a picture of a field
- It is **NOT** <https://iowalandrecords.org/portal/>

Applications in **upper right corner**

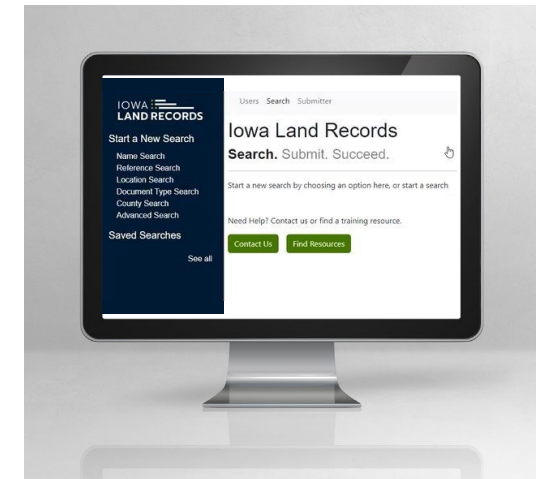
ILR login page →
iowalandrecords.org/cas/login

A screenshot of the ILR login page. The page has a dark blue header with the Iowa Land Records logo. The main content area is white and contains a login form. The form has two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'LOGIN' button. To the right of the login form is a 'Mission' section with text about the purpose of Iowa Land Records. Below the 'Mission' section is a 'Need Help?' section with links for support. At the bottom of the page, there is a security notice: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'.

ABOUT ESUBMISSION

Iowa Land Records

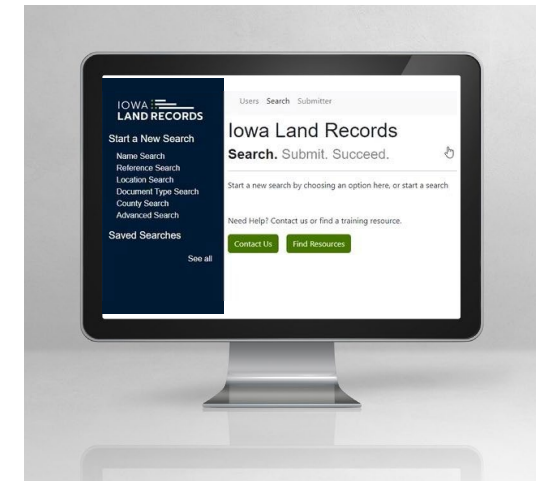
- **Demo and Discussion**



ABOUT ESUBMISSION

Iowa Land Records

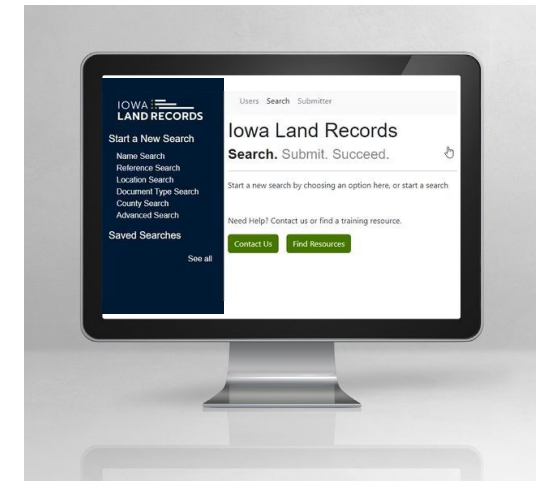
- **Reordering Documents**
- **Restamping Documents**
- **Relocating the Stamp**



ABOUT ESUBMISSION

Iowa Land Records

- **Fee Changes**
- **Return to Ready**
- **Searching for Documents**



STATUS SEARCH

Recorder Status Search

 ✓ ✓ ✓ ✓

Redaction Status

 | ▼

Image Status

 | ▼

Date Range

 | ▼

Search

Start a New Search

Name Search
Reference Search
Location Search
Document Type Search
County Search
Advanced Search

Saved Searches

Audubon This Month

Created On: 06/11/2024

Mortgages Last Month

Created On: 06/07/2024

Adams Last Week

Created On: 06/07/2024

[See all](#)

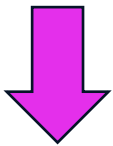
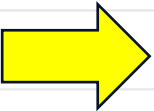
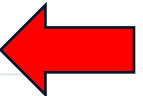
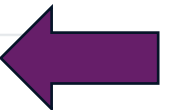
Recorder Utilities

Status Search

STATUS SEARCH

- **Updated Detailed Audit Search**
 - Select ILR Search
 - Select Status Search
 - Add criteria
 - Example
 - Butler
 - Current Week
 - Let's look at results!

STATUS SEARCH

Book	Page	Reference Number						View Unredacted	
			Code	Recorded Date	Redaction Status	Image Status	View Index		
		2024-1535	DOC477S63	08/19/2024 10:31 AM	Checked For Redaction	Public			
		2024-1536	DOC477S64	08/19/2024 11:32 AM	Not Checked	Not Public			
		2024-1537	DOC477S65	08/19/2024 01:12 PM	Not Checked	Not Public			
		2024-1538	DOC477S67	08/19/2024 01:38 PM	Not Checked	Not Public			
		2024-1539	DOC477S68	08/19/2024 01:38 PM	Not Checked	Not Public			
		2024-1540	DOC477S69	08/19/2024 03:39 PM	Not Checked	Not Public			
		2024-1541	DOC477S70	08/20/2024 06:19 AM	Not Checked	Not Public			
		2024-1543	DOC477S72	08/20/2024 06:19 AM	Not Checked	Not Public			
		2024-1542	DOC477S71	08/20/2024 06:19 AM	Not Checked	Not Public			
		2024-1544	DOC477S73	08/20/2024 08:16 AM	Not Checked	Not Public			

STATUS SEARCH

Showing Page 19 of 19

Display 10 ▾

« < 17 18 19 > »

Book	Page	Reference Number	Code	Recorded Date	Redaction Status	Image Status	View Index	View Unredacted
2024	3683		2024_3683	08/08/2024 12:00 AM	Checked For Redaction	Public		
2024	3680		2024_3680	08/08/2024 12:00 AM	Checked For Redaction	Public		
2024	3684		2024_3684	08/08/2024 12:00 AM	Checked For Redaction	Public		
2024	3634		2024_3634	08/08/2024 12:00 AM	Not Checked	Not Public		
2024	3648		2024_3648	08/08/2024 12:00 AM	Not Checked	Not Public		
2024	3650		2024_3650	08/08/2024 12:00 AM	Not Checked	Not Public		
2024	3649		2024_3649	08/08/2024 12:00 AM	Not Checked	Not Public		
2024	3685		2024_3685	08/08/2024 12:00 AM	Not Checked	Not Public		



SEARCH TIPS



Unsure how a county indexes?

- Book and Page?
- Reference number?
- Search a date range to learn how the county indexed in the year the document was recorded
- I am doing a search for a Buchanan County deed 2020-0159 but a search does not locate the document.
- Is the document too old to be on ILR? What is the proper input for the document? 2020-0159? 2020R0159?

RECONCILIATION

- Please reconcile *regularly*
- Report irregularities to ILR ASAP
- POS funds distributed next business day
 - Reasons for delay
- E-Submission funds distributed day of recording
 - Reasons for delay
 - Settlement Report



CLEAN-UP

- **You** can update your team passwords!
 - They can update yours under Admin
- Sending replacements to ILR
- **Color signatures** are okay on E-Submission
- **Surveys**
 - Both landscape and portrait orientation are allowed with index legend
 - Up to 24x36





SUPPORT CONTACT

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DEPUTIES CONFERENCE

September 26, 2024

